

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **JANITOR**

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Jurisdictional Class: **Competitive**  
Date Adopted: **Unknown**  
Date Revised: **April 26, 1999; 4/2007**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **7**

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**DISTINGUISHING FEATURES OF THE CLASS:** A janitor performs routine buildings, grounds and equipment cleaning and semi-skilled maintenance tasks in public buildings under the general supervision of a head janitor or other designated official. The work is routine and performed in accordance with established policies and directives but considerable leeway is permitted for the exercise of independent judgment. Specific instructions are given for new or unusual assignments. Supervision may be exercised over the work of subordinate cleaning, maintenance or grounds personnel. The class is identical to that of janitor and distinguished from that of cleaner by the maintenance and grounds duties. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Sweeps and mops floors and stairs;  
Dusts desks, woodwork, furniture and equipment;  
Washes windows, walls, blackboards, sinks, toilets and other fixtures;  
Polishes furniture and metal furnishings;  
Empties wastebaskets and collects and disposes of trash;  
Clears snow and ice from walks and driveways;  
Mows lawns, trims shrubs, rakes leaves, spades and weeds flowerbeds, lines athletic fields and performs a variety of other grounds keeping activities;  
Checks, adjusts and performs routine user service to heating, ventilating, air conditioning, clock, bell, locking and alarm systems;  
Delivers packages and messages;  
Puts out and takes in traffic safety and other signs;  
Arranges tables, desks, chairs and other equipment in rooms;  
Repairs window shades, replaces light bulbs, soap, towels and toilet tissue;  
Paints rooms and equipment, repairs furniture and performs minor glazing, plastering, plumbing, electrical and carpentry work;  
Moves freight, equipment and furniture and loads and unloads trucks;  
Constructs and erects displays and paraphernalia including cabinets, pedestals, kiosks, and partitions and installs furnishings and fixtures;  
Performs regular preventive maintenance on mechanical equipment to ensure safe and efficient operation;  
Locks and unlocks rooms and buildings;  
Keeps track of and ensures that supplies are stored and handled properly, and may order consumable supplies and ensure they to are stored and handled properly per County and State Safety guidelines;  
Prepares and maintains simple records and reports.

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**FULL PERFORMANCES KNOWLEDGE, SKILLS, ABILITIES, AND**

**PERSONAL CHARACTERISTICS:** Good knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically; working knowledge of the operation and maintenance of heating, cooling and alarm systems; ability to make minor plumbing, electrical, carpentry, glazing, plastering and mechanical repairs and to perform a variety of routine maintenance tasks; ability to follow simple oral and written directions; willingness to do janitorial and other manual tasks; Have good work habits thoroughness and dependability.

**MINIMUM QUALIFICATIONS:**

- (A) High school diploma or equivalent; **OR**
- (B) One (1) year of experience in building cleaning or maintenance or any standard construction trade.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** Must demonstrate ability to meet transportation needs of the position and be able to stand for extended periods of time, lift and carry 75 lbs., and work on ladders and scaffolding.